

Vernon Middle School Title I, Part A FAMILY PARENT ENGAGEMENT PLAN

I, Brian Riviere, VMS Principal, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of Vernon Middle School Family Parent Engagement Plan is to provide the resources necessary for all parents to function as informed partners in their child's education. Our desire is to promote positive attitudes within all aspects of the school and to ensure that all parents/guardians feel welcome as partners in the learning environment.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Vernon Middle School organizes an Open House in the week prior to the first day of the school year. Most currently enrolled students and their families excitedly attend the open house. It is a chance to meet the teaching staff, tour the school, and gather information about the upcoming school year. We begin organizing our School Advisory Committee and share information about the parents' role in the committee at Vernon Middle School. Parents are given information about the School Advisory Committee at VMS and the dates for meetings throughout the year.

FOCUS parent portals, FOCUS student portals, student emails, school and district websites, phone links, memos, progress reports, report cards, district and state assessment information and other forms of written documentation are sent to the parents informing them of meeting dates and times of school activities.

Throughout the year, the committee meets to share information, concerns, and needs. The committee, which includes parents, teachers, and community stakeholders, work together to address the concerns and devise creative ways to accomplish meeting the needs of the teachers and students. Our school's website and Facebook page are also available and used to disseminate information, materials, schedules, and upcoming activities or meetings. We have an illuminated sign in front of our school by the highway that displays event information to our parents and the community.

Parent Nights, scheduled periodically throughout the school year, are an opportunity for collaboration with teachers, parents, and students on topics including but not limited to academic expectations, behavioral expectations, various curriculum introduced to students, and school activities including extracurricular. Parent Nights allow VMS to partner with parents on the importance of organization and the required student binders. Organization and collaboration are keys to student success.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Parent/Student Days/Weeks	Literacy Week Activities hosted by Julie Stewart, Media Specialist and Kim Brown, Academic Analyst.
2	Literature/Pamphlets	Free pamphlets are available to parents and students in the VMS office and during open house that address a variety of student and family risk factors that would disrupt the educational process.
3	Parent Conferences	Teachers, administration, and guidance frequently meet with parents to discuss student data and strategies to enhance student performance.
4	Holiday Traditions	Teachers, students, clubs, and community partners make donations of food, clothing, and gift cards for families in need during the holidays. Thanksgiving and Christmas meals are provided to as many families as possible as donations last.
5	Book Fairs (Fall and Spring)	Book Fairs are offered to students twice a year and parent and community volunteers assist with this program.
6	Academic and Athletic Banquets	Annual grade-level academic and school athletic banquets are hosted to reward and honor students' performance along with parental participation and support.

7	Jr. BETA Club Inductions/State and National Conventions	Jr. BETA Club members are inducted into this national leadership organization and the club partners with the parents and community on service projects and participation in state and national conventions.
8	Talent Show	End of year talent show is hosted for our parents and students to highlight the performing talents of our students.
9	School Advisory Meetings	A minimum of four meetings per year to inform parents about needs at the school. Also, this is a time to brainstorm as a collective group of parents, teachers, administrators, and community leaders to discuss academic and communication needs.
10	Parent Portal Training	Parent portal trainings and information document are available to inform parents of the tool that will enable them to monitor their child's academic grades, daily attendance, and discipline. This will allow teachers and parents to work together to ensure students are performing at optimal levels.
11	AR Rewards	Vernon Middle School encourages students to read across the curriculum and provides AR Reward days/field trips as an incentive to enhance students reading skills.
12	7 th & 8 th Grade Education Field Trips	Each year the staff of Vernon Middle organizes an educational field trip to historic Washington DC/Philadelphia or Charleston/Savannah to enrich the lives of students by visiting historic monuments, buildings, and sites that served to shape our nation.
13	Athletic Teams	VMS has football, cheerleading, boys and girls basketball, volleyball, softball, and baseball for our students and we rely heavily on parent involvement for the success and support of these programs.
14	AVID Classes for 6 th , 7 th , and 8 th Grades	VMS has incorporated AVID strategies into our school with AVID in 6 th grade, 7 th grade, and 8 th grade. We are using Learning Through Writing school wide and all students at VMS are provided with an AVID notebook/binder for organization.
15	FLEX	VMS has created a FLEX class in which all students participate. This is a time for students to receive additional instruction in areas they need to improve, homework help or additional teacher instruction, and/or enrichment activities.
16	Parent Nights	Parent Nights will allow parents and teachers to interact and discuss student academic success and progress; attendance and behavior impacts on the learning process; expectations between parents, students, and the school so that a complete partnership is formed in order to achieve educational success.
17	School Dances	Parents serve as chaperons, ticket takers, and concession staff.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Open House	Administration/Guidance	August 7, 2019	Attendance/Sign-in sheets for interest in School Advisory
2	Planners	Administration/Guidance/Teachers	Throughout the year	Signatures & comments
3	School Advisory Council Meetings	Administration	Minimum of four per school year	Handouts, website, Facebook, school calendar, agendas and minutes of meetings
4	IEP Meetings	ESE Staff/Guidance/Gen. Ed. Teachers	Throughout the year per deadlines and student needs.	Data Sheets/Sign-in Sheets/Student IEP's

5	School Messenger Phone Links	Administration	Multiple times per week	Parent calls go out to parents and staff. Administration gets an email, text and the parent phone link message is recorded and kept for our records. Parents, staff community leaders and school board members rely on this for constant communication about school events.
6	VMS Website	Administration/Office Staff	Available year round	Parent, students, and staff use this site to learn about events, have access to links for scholarships and programs that benefit our students' education.
7	Parent Portal Meeting	Principal, AP, Guidance	Throughout the school year	Parent contact, returned forms and sign-up for the program
8	Student Email Account	All staff/Librarian	First day of school	Student use of the accounts to correspond with staff concerns school related topics such as grades, assignments, events, deadlines, meetings etc.
9	Child Study Team Meetings	Principal, AP, Guidance, Teachers	As needed throughout the year to discuss Academics, Truancy, and Discipline	Documentation and sign-in sheets at meetings.
10	Parent Conferences	Guidance/Teachers	As needed or requested	Conference Forms
11	Parent Forms, handouts and documentation	District and School Staffs	Mostly at the beginning of school but throughout the school year as it applies to our students	Handouts and documentation completed by parents and returned to school
12	Online Free/Reduced Lunch Applications	District Staff	As applicable for students/parents	Completed documentation; All students are eligible for free breakfast and lunch for the 2019-2020 school year.
13	School Health Screenings	WCHD & WCSB	Throughout the year as appropriate for student age or health needs	Permission forms, documents, parent handouts

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: In addition to Open House, parents and students are encouraged to do campus walk-throughs with the administration in the summer and/or during pre-planning to accommodate parent schedules. Parent conferences are scheduled to accommodate all stakeholders, but most importantly the parents and students; School Messenger Telephone links are sent on a regular bases to inform parents and students of activities and events; emails and texts are sent to parents when appropriate; home education teachers meet with parents to accommodate student and family needs; school website, calendars, newspaper announcements, Parent and Student Portal Notifications Facebook, Remind 101, and emails are all tools used to inform parents and students of meeting times and activities.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House	Administration/ Guidance	Inform parents of basic school and district policies, to have students meet and greet teachers and staff, to familiarize students and parents with the campus.	August	Sign-in Sheets
2	Annual Football Jamboree	Athletic Program	Student athletes, parents and staff come together to support students by their presence and willingness to work at the game.	August	Attendance/Ticket Sales
3	Homecoming Activities	Athletic Program/Administration	Builds community spirit and pride in the school.	October	Attendance/Student, staff, parental and community participation.
4	Veteran's Day Program	Social Studies Department/Administration	Teaches students the importance of pride in country and civic responsibility.	November	Sign-in Sheets, Attendance/Letters or comments from veterans and their families.
5	Holiday Traditions	World Cultures Classes	Teaches the importance of multiculturalism and also provides them an opportunity to do a service learning project to benefit area families throughout the holidays.	December	Sign-in Sheets, Parental and student participation, and donations from community gathered
6	School Website	Principal & School Webmaster	Links are available to educational sites, school calendars, teacher emails and contact information.	Year Round	Web hits/word of mouth
7	Dances	Clubs/Athletic Teams	Teaches students social etiquettes and multi grade levels interact.	September--May	Participation/attendance of students and parent volunteers
8	Black History Programs	Guidance/Teachers	Teaches students the importance of multiculturalism and history.	February	Sing-in Sheets/Attendance
9	Jr. BETA Club Induction	Administration/ Club Sponsor	Teaches students the importance of being academically sound, to be civic minded and to understand the mandates and need for school leaders.	September	Attendance/Behavior of students/Awards and praise from state conference.
10	All athletic events	Athletic Department	Teaches the students about the importance of teamwork in life and play, while stressing academics before athletics	Year Round	Participation/Ticket Sales
11	Advisory Council Meetings	Administration	Creates a partnership of the parents, staff and community stakeholders who brainstorm to identify strengths and weakness of the school and together decide the best course of	Minimum of four times a year	Sign-in Sheets/ The implementation of activities and programs that enhance the learning

			corrective action.		environment.
12	Parent Portal Training Sessions	District Administrators	Teaches the students how to register and monitor their academic, discipline and attendance records.	October	Parents' consistent use of this tool and the expected changes in students' behavior and academic success.
13	Jr. BETA Showcase Night	Teacher/Administration	To showcase student work and achievement in preparation for State Convention	November	Sign-in Sheets
14	AR Reward Trips	Teachers/Media Specialist	Encourages student to spend more time reading and rewards them for their success that are visible by the number of books read and tested on and the improvement on FCAT test.	Two times per year	FSA, FCAT Science, Civics EOC, AR, STAR & SAE Test scores
15	AVID Parent Nights	Teachers/Students/Parents/District Directors	AVID Secondary (grades 6-12) is an essential component of the AVID College Readiness System and is designed to enable schoolwide implementation of AVID's proven instructional methodologies and content area best practices to improve outcomes for all students.	Year Round	Progress Reports, Report Cards, Progress Monitoring Assessments, State Assessments
16	Parent Conferences	Teachers/Guidance/Administration/Parents Request	Encourages partnership between student and home in regards to academics, attendance and discipline	Year Round as needed	Conference notes, improved students' academic, behavior and truancy
17	Parent Nights	Teachers/Guidance/Administration/Parents	Promotes understanding of parent and school expectations of one another. Outlines concerns, policies and procedural guidelines and the review of data that gives parents a greater understanding on these issues on students' academic success	Year Round	Increased academic and behavioral performance, along with increased attendance.

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	New Teacher Induction Program	Administration	Teachers will be able to understand what parents expect and best practices when interacting with parents and students.	Throughout the summer and first year of teaching	More frequent and effective conferences and communication between parents, students, and staff.
2	Pre-School Training	Administration/Guidance	Provides teachers with knowledge of subject matter and best practice techniques.	Throughout the year	Evaluations

3	Public Library Training	Media Specialist	Provides teachers with the knowledge to pass their students and their parents about summer reading activities and literacy programs	Summer or pre-planning	Community Participation in those programs
4	FSA Trainings	Beth Arnold/Administration/Guidance	Helps teachers identify the test specifications and the necessary requirements for successful FSA scores	Throughout the year	Increase of FSA scores
5	AP Training	District and State Trainings	Allows teachers and administration to gain knowledge of the new standards that will be implemented in 2016 so that we will be ready for increased rigor that will dictate our curriculum.	Summer and throughout school year.	Implementation of rigor in curriculum and changes in lessons, rubrics and instruction.
6	Leadership Trainings	District and Site-based administrators	To assist administrators with the shift of responsibilities as a principal.	Summer and throughout school year.	In the overall success and production of the school and it's assessment scores.
7	AVID Training (Summer & Pre-Planning)	Tami Parish and Becky Dickson, VMS Site Coordinators & Susan Saunders, District Coordinator	AVID has proven to be one of the most effective ways to increase the likelihood that a young person coming from a group historically underrepresented in higher education will graduate from high school and go on to enroll in postsecondary education without the need for remediation.	Summer and throughout school year.	Binder Checks, Proof of student organization and increased assessment scores.
8	CPI Training	Rusty Holmes, PAEC	The Crisis Prevention Institute (CPI) is an international training organization that specializes in the safe management of disruptive and assaultive behavior.	Throughout the year, as needed	No injuries during seclusion and restraint.
9	Order of Instruction Planning	Kim Brown, Academic Analyst	Pacing Guide to drive instruction that assist teachers and students to meet Common Core and Florida Standards	Summer and throughout the year.	More focused and specific lesson plans that drive daily and annual instruction of any given course.
13	Evaluation Training	Brian Riviere, Principal	Open classroom doors with video and give educators the tools they need to capture and share best practices, reflect on their teaching, and	Summer and throughout school year 2019-2020	Reliability in assessing teacher and staff performances related to student assessment and best instructional

			collaborate with colleagues/District Evaluation Instrument		strategies.
14	ALICE Training/School Safety Protocol	WCSD	Provides teachers with safety procedures for any emergency situation	August 2019 and throughout school year	Protection of students and staff in the event of an active assailant on campus.

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response:

- *Parents will be invited to participate in parent/teacher conferences at a convenient time.
- *School Advisory Council Meetings are held in which the entire student body and their parents are invited each time with an announcement throughout the day and several School Messenger Phone Links, website announcement, and Facebook reminder.
- *Book Fairs and Student/Parent Literacy Nights
- *Athletic events
- *Academic events such as Spelling Bees, Tropicana Speech Contest, Jr. State BETA Convention and competition.
- *Programs such as Literacy Night, Veteran's Day Program, Black History Program, Talent Show
- *Eighth grade High School Orientation and Registration Days set up in late April for 8th grade students and parents to meet with Vernon High School staff to discuss graduation requirements and scheduling options.
- *Parent Portal Training held in the first part of the school year so that parents with access to the internet will be able to monitor their child's academic, discipline and attendance records.
- *JROTC Orientations for 8th grade students deciding on elective courses for the freshman year of high school.
- *Upcoming 6th Grade Orientation in May of each year for the VES 5th grade students so that they can visit our campus, explore our clubs, activities, athletic, band and academic schedules for planning for the upcoming school year.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: Vernon Middle School offers a variety of resources in which information is distributed to our students and parents. The list below offers the different methods we use to communicate with our parents and students.

1. Vernon Middle School Website www.vms@wcsdschools.com / Vernon Middle Facebook Page

2. School Calendars that are updated regularly and sent to the teachers that print the information for the students. It is also linked to the VMS website for parents, students and community awareness.

4. All students have planners and teachers and parents correspond back and forth through the planner.

5. All teachers' photos and emails are linked on our website so that parents can correspond back and forth with teachers, administration and VMS staff.

6. School Messenger Phone links, email and text communications are sent regularly throughout the year to inform parents of attendance, activities, meetings, etc...

7. Parent Portals are open so that parents can monitor the academic, discipline and attendance records of their children.

8. Students have their own school emails in which to correspond to teachers for academic and school-related issues.

9. Students have Student Portal links that contain grades and historical assessment data for parents to monitor and review.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: Vernon Middle School is a fully accessible institution of learning. The district provides interpreters when necessary for parents who are non-proficient in the English language so they might understand what is being discussed in reference to their child's educational needs and success. ELL teachers are available in all grade levels, and these teachers have been or are presently being trained to communicate and effectively instruct ELL students.

In the case of visually or hearing impaired students, speech classes and Braille curriculum is available for the students in order for them to receive a quality education in a least restrictive environment. Speech and Occupational Therapy is provided to those who may require services.

Students with IEP's or those who have physical and/or cognitive needs will have their academic and physical needs met by certified teachers and staff that will assist them and their parents with insuring student academic success.

Vernon Middle School provides a variety of methods of sharing information with parents in order to disseminate the information that will assist them to be actively involved in their child's education. Parents are encouraged to participate in activities, planning meetings, open houses, athletics, academics and programs that showcase their children and all VMS students.

Our school year begins with our annual Open House in August and we move straight into our football and basketball seasons. Parents attend these activities and are invited and encouraged to be a part of our School Advisory Committee. As the school year progresses, Veteran's Day Program; Jr. BETA Club Induction and State Conference and National Conference; monthly dances whose proceeds support multiple service-learning projects; Black History Program; continued athletic seasons for both boys and girls in volleyball, baseball, softball, and cheerleading; athletic and academic awards banquets; spelling bees; Homecoming Activities; fundraisers; and the end of the year Talent Show that showcases our students in the performing arts. Each of the above mentioned activities are held each year and parents are invited and encouraged to attend, they are asked to assist in the planning of both academic, social, and parent/teachers activities.

Methods used to share the information of these activities to our parents are our school website, school and district calendars, School Messenger Phone Links, illuminated sign in front our school, student planners, newspaper articles sent to our local news media outlets, FOCUS portal, Facebook page, and occasional flyers and bulletins sent home by our students.

The VMS office houses pamphlets and handouts to assist students and parents with many challenges faced by today's children, parents, and families. Among the topics are Gang Recognition and Violence, Reading Strategies for students and parents, How to Deal with Divorce, How to Deal with Death, etc.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components. Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	End of the Year Review Meetings by the School Advisory Council where reflection of scores, school grades, and students' and parents' participation can be assessed and strategies planned to be implemented in the fall, Open House, and throughout the next school year.	School Advisory Council Members/Administration	Discuss and provide best practices that will meet the specific needs of the students of Vernon Middle School.	May/June 2020
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Literacy Night/Parent Teacher Conferences	Media Specialist, Teachers, Administrators	Parents will learn about literacy and reading expectations	Throughout the school year
3	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parent conferences before, during, and after school. Phone conferences when parents cannot attend the meetings in person.	Administrators and Teachers	This will allow a larger portion of our parent population to participate in their child's education.	Throughout the school year